

INFORMATION FOR APPLYING FOR A USED MOTOR VEHICLE DEALERS LICENSE

The Used Motor Vehicle Division meets six times per year. Please refer to the Board Meeting Schedule on the Internet. The website is www.sos.state.ga.us/plb/usedcar.

To be considered for review, complete applications must be received in the Division Office. Incomplete applications will be returned.

All licenses for used motor vehicle dealers renew biennially and expire on March 31 of even years. While the licenses are valid for two years, an initial license issued by the board may be valid for a shorter period of time, due to the relation between the date of the issuance of the initial license and the renewal date of all licenses.

NOTE: PLEASE CHECK WITH CITY/COUNTY AUTHORITIES TO BE SURE THAT YOUR ANTICIPATED BUSINESS LOCATION HAS MET ALL LOCAL ZONING AND RELATED LAWS. YOU MUST BE ABLE TO OBTAIN A BUSINESS LICENSE AT YOUR ANTICIPATED BUSINESS LOCATION, AND YOU MUST BE APPROVED FOR AN APPROPRIATE PERMANENT SIGN AT THE ANTICIPATED LOCATION. THE BOARD MAY REQUIRE PROOF OF YOUR APPROVAL FROM CITY/COUNTY AUTHORITIES TO ENSURE THAT YOU CAN MAINTAIN AN ESTABLISHED PLACE OF BUSINESS. FAILURE TO CHECK CITY/COUNTY ORDINANCES PRIOR TO APPLYING FOR A USED MOTOR VEHICLE DEALER LICENSE MAY LEAD TO DENIAL OF A LICENSE AND LOSS OF THE APPLICATION FEE.

INFORMATION TO BE SUBMITTED WITH APPLICATION

****NOTE: GEORGIA LAW HOLDS THE SAME REQUIREMENTS FOR LICENSURE FOR USED CAR BROKERS AS FOR USED CAR DEALERSHIPS. WHILE BROKERS MAY NOT HAVE A LOT OR SHOWROOM LIKE A DEALERSHIP, BROKERS MUST COMPLY WITH THE SAME REQUIREMENTS FOR AN ESTABLISHED PLACE OF BUSINESS, AS DEFINED IN O.C.G.A. § 43-47-2(3). CAREFUL CONSIDERATION SHOULD BE GIVEN TO ENSURE THAT THE REQUIREMENTS FOR LICENSURE CAN BE MET FOR THE ANTICIPATED LOCATION.**

PLEASE READ CAREFULLY:

- 1. Application** – A complete application includes the license fee, surety bond, certificate of insurance, photographs, 2 fingerprint cards and \$24.00 fingerprint fee.
- 2. FEES** : See fee schedule.
- 3. A \$20,000 Surety Bond** (executed with a surety company).
 - a. Bond must expire on March 31 of even years.
 - b. Bond must be in **exact** name of the business.
 - c. Bond must be an **original** and have “power of attorney” attached.
 - d. Be sure and **sign bond** (keep copy for your files).
- 4. An ORIGINAL CERTIFICATE OF INSURANCE showing the following:**
 - a. Policy number (we cannot accept binder number).
 - b. Amount of limits (50K/100K/25K) or single limits of \$125,000 (AUTOMOBILE LIABILITY ONLY NOT ACCEPTED).
 - c. “Location” on certificate must show **exact** name and address as shown on application.
 - d. “Certificate Holder” must be: State Board of Used Motor Vehicle Dealers
237 Coliseum Drive, Macon, GA. 31217.
- 5. Photographs, working telephone and sign:**
 - a. Must show established place of business. Established place of business means a sales room or sales office in a building **or** on an open lot of a retail used car dealership **or** at which a permanent business of bartering, trading, offering, displaying, selling, **or** buying, **or** at a place of business at which the books, records and files necessary to conduct such business are kept. NOTE: OCGA 43-47-2(3)
 - b. At each designated sales location there shall be a working telephone listed in the licensee’s trade name and where the licensee maintains appropriate signage whereby a reasonable consumer would know the business of used car sales is taking place.
- 6. Seminar Attendance:** You are required to attend a pre-licensing seminar.
See mandatory Board approved seminars on website.

7. **You must apply for a State Sales Tax Number** with the Revenue Department. The telephone number is (404) 417-4490. Sales tax number or copy of sales tax application must be attached. After you have been issued your Used Motor Vehicle Dealers License, you must contact the Master Dealers Tag office at (404) 362-6575.
8. **TWO fingerprint cards** must be completed by the applicant and submitted with a \$24.00 cashier's check or money order made payable to the "Georgia Bureau of Investigations" or "GBI". The GBI will **not** accept a personal check.
9. **Applicants applying as a corporation** or partnership need to read Board Rules 681-12-.01 and 681-12-.02. Board Rules are available for review on our website, **www.sos.state.ga.us/plb/usedcar**.
10. **If you have answered, "YES"** to question #6 on the application, you must attach a list of any and all convictions including the date(s) and place(s) of conviction(s) and arrest(s) AND **CERTIFIED COPIES OF THE COURT DISPOSITION.**

NOTE: Fingerprint cards are processed and failure to answer (honestly) may result in the revocation of your license if approved.

11. **A Used Car Auction Company** applicant must submit an application, appropriate license fee, (see fee schedule) \$20,000 surety bond, photograph of the business location, 2 fingerprint cards, \$24.00 fee, attend the seminar and meet all other requirements of the law and rules.
12. **Incomplete applications are returned to the applicant.** No action will be taken until all information has been provided. In order to process applications in a timely manner, **please do not contact the Division office for three (3) weeks after submitting the application. You should check our License Verification page on the website frequently to determine if your license has been issued during this three-week period.** Normally, you should either have your license, or your application returned to you for completion by three weeks from the date you submitted the application.

Before mailing application STOP and REVIEW The Following Check List : Remember an application will not be considered Received until it is complete.

- ☐ 1. Did you answer every question on your application?
- ☐ 2. Is your application signed and notarized?
- ☐ 3. Did you include the ORIGINAL \$20,000 Surety Bond? Did you Sign the Bond?
- ☐ 4. Is the name on the surety bond the same as on the application?
- ☐ 5. Did you include your ORIGINAL Certificate of Insurance?
- ☐ 6. Is the name & address on your Certificate of Insurance the same as the application?
- ☐ 7. Does the "Certificate Holder" have the board name and address?
- ☐ 8. Did you submit proof of your pre-license seminar attendance?
- ☐ 9. Did you submit a copy of your sales tax application or submit the sales tax number?
- ☐ 10. Did you complete your 2 fingerprint cards and attach the \$24.00 fee?
- ☐ 11. Have you included pictures of your business and sign?
- ☐ 12. Do the pictures show the entire business and sign?
- ☐ 13. Did you submit the required license fee?
- ☐ 14. Have you checked with the local zoning authority?

APPLICATIONS THAT ARE NOT COMPLETE AND DO NOT HAVE ALL OF THE ABOVE ATTACHMENTS WILL NOT BE PRESENTED FOR REVIEW, BUT RETURNED FOR THE MISSING ITEMS. ONLY COMPLETE APPLICATIONS ARE PRESENTED FOR REVIEW.

If you have any questions concerning this application or application process, you may contact the Division at (478) 207-1460 or write:

STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS
& USED MOTOR VEHICLE PARTS DEALERS
USED MOTOR VEHICLE DEALERS DIVISION
237 COLISEUM DRIVE
MACON, GEORGIA 31217

**Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle
Parts Dealers**

Used Motor Vehicle Dealers Division

FEE SCHEDULE

INITIAL LICENSURE	
License Fee (Non-Refundable)	\$170.00
Supplemental License Fee - For Additional Lot (Non-Refundable)	\$170.00
Penalty Fee - For operating business prior to receiving licensure (in addition to license fee)	\$250.00
Fingerprint Processing Fee - Must be in the form of a cashier's check or money order, payable to "Georgia Bureau of Investigation" or "GBI"	\$24.00
LICENSE RENEWAL FEES **Licenses expire on March 31 of Even Years**	
License Renewal Fee (Non-Refundable)	\$170.00
Late License Renewal Fee- Received Between April 1 and May 31 of the Renewal Year (Non-Refundable)	\$220.00
Reinstatement of License - Required After May 31 of the Renewal Year (Non-Refundable) **Note: Any license which has not been renewed on or before June 1 of the renewal year will be administratively revoked. Reinstatement of an expired license will require a new application and reinstatement fee. Reinstatement is at the board's discretion.	\$420.00
MISCELLANEOUS FEES	
Duplicate License Fee	\$25.00
License Verification Letter	\$25.00
Fee for Electronic Roster of Licensed Used Motor Vehicle Dealers - By Email or CD-ROM (Excel Format)	\$100.00

APPROVED PRE-LICENSE AND CONTINUING EDUCATION SEMINAR PROVIDERS

COMPLETION OF THE SEMINAR IS MANDATORY PRIOR TO OBTAINING INITIAL LICENSE AND PRIOR TO RENEWAL OF LICENSE.

CONTACT THE SEMINAR PROVIDER FOR INFORMATION ON LOCATION, DATE, TIME, AND FEES ASSOCIATED WITH THE CLASSES

****PRE-REGISTRATION MAY BE REQUIRED****

RICK ABERNATHY SEMINARS

770.974.3838

770.974.7966 FAX

WAYNE REAVES AUTO SCHOOL

770.819.0025

770.941.5135 FAX

RON WIDENER USED MOTOR VEHICLE DEALERS SCHOOL

770.819.0025

770.941.5135 FAX

GIADA

GEORGIA INDEPENDENT AUTO DEALERS ASSOCIATION

www.giada.org

770.745.9650

770.745.9655 FAX

OFFICE USE ONLY

FINGERPRINT CARDS MAIL DATE: _____ LICENSE: UCAR _____

GEORGIA STATE BOARD OF REGISTRATION OF USED MOTOR
VEHICLE DEALERS & USED MOTOR VEHICLE PARTS DEALERS
USED MOTOR VEHICLE DEALERS DIVISION

237 COLISEUM DRIVE
MACON, GA 31217
TELEPHONE: 478.207.1460
www.sos.state.ga.us/plb/usedcar

DO NOT WRITE IN THIS SECTION

RECEIPT # _____

AMOUNT _____

APPLICANT # _____

INITIAL _____ DATE _____

APPLICATION FOR USED MOTOR VEHICLE DEALER LICENSE

APPLICATION IS BEING MADE FOR (CHECK APPROPRIATE BOX):

<input type="checkbox"/>	NEW APPLICANT	<input type="checkbox"/>	AUCTION COMPANY
<input type="checkbox"/>	REINSTATEMENT OF LICENSE #UCAR _____	<input type="checkbox"/>	SUPPLEMENTAL LICENSE (NEW LOT)
<input type="checkbox"/>	CHANGE OF DESIGNEE *** REQUIRES LETTER OF RELEASE FROM FORMER DESIGNEE OR CORP OFFICER		

LEGAL NAME OF BUSINESS:

IF BUSINESS IS A SOLE
PROPRIETORSHIP, LEGAL
NAME IS THE OWNER'S NAME

TRADE NAME/DBA NAME:

BUSINESS TELEPHONE:

AREA CODE _____

BEGINNING BUSINESS DATE: _____

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER: _____

PHYSICAL LOCATION ADDRESS, NUMBER & STREET, SUITE NUMBER: (CANNOT USE A P.O. BOX)

ADDRESS(MUST BE EXACTLY THE SAME AS THE ADDRESS LISTED ON CERTIFICATE OF INSURANCE)

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

TYPE OF OWNERSHIP:

☐ SOLE PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORPORATION ☐ LLC

MAILING ADDRESS, IF DIFFERENT FROM THE PHYSICAL LOCATION ADDRESS:

ADDRESS

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

NAME OF OWNER OR DESIGNEE OF THE BUSINESS : OFFICE OR POSITION OF DESIGNEE:

SOCIAL SECURITY NO.*: _____ - _____ - _____

PLACE OF BIRTH:

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED &
DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO
O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20
U.S.C.A. § 101.

DATE OF BIRTH :

GENDER : _____ MALE _____ FEMALE

HEIGHT: _____ WEIGHT: _____ EYES: _____ HAIR: _____

THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE OWNER (OR DESIGNEE, IF THE BUSINESS IS A PARTNERSHIP OR CORPORATION)

1. LIST YOUR SALES TAX NUMBER _____, OR
ATTACH A COPY OF YOUR SALES TAX REGISTRATION APPLICATION.
2. DO YOU UNDERSTAND THAT YOU MUST MAINTAIN THE REQUIRED RECORDS FOR 3 YEARS AND HAVE THEM AVAILABLE AT ALL TIMES FOR INSPECTION?

YES

NO
3. IS ANOTHER BUSINESS OPERATED AT THE LOCATION LISTED ON THIS APPLICATION? IF SO, EXPLAIN: _____
4. HAVE YOU PREVIOUSLY BEEN LICENSED AS AN INDEPENDENT USED MOTOR VEHICLE DEALER, OR HAVE YOU EVER HELD AN INTEREST IN AN INDEPENDENT USED MOTOR VEHICLE DEALERSHIP? IF SO, PROVIDE NAME OF BUSINESS AND PERIOD OF LICENSURE: _____
5. HAVE YOU EVER HAD A LICENSE REVOKED, SUSPENDED, OR OTHERWISE SANCTIONED BY ANY BOARD OR AGENCY, OR HAVE YOU EVER BEEN DENIED ISSUANCE OF, OR, PURSUANT TO DISCIPLINARY PROCEEDINGS, REFUSED RENEWAL OF A LICENSE BY ANY BOARD OR AGENCY IN GEORGIA OR OTHER STATE? IF SO, ATTACH EXPLANATION.
6. HAVE YOU EVER BEEN CONVICTED OF A CRIME, PLED NOLO CONTENDERE TO A CRIME, OR RECEIVED FIRST OFFENDER TREATMENT FOR A CRIME? IF SO, ATTACH A COMPLETE LIST OF ALL CONVICTIONS, NOLO CONTENDERE PLEAS, OR CRIMES FOR WHICH YOU HAVE RECEIVED FIRST OFFENDER TREATMENT, DETAILING DATES AND LOCATIONS WHERE SUCH CONVICTIONS, NOLO PLEAS, OR FIRST OFFENDER TREATMENTS OCCURRED, **INCLUDING CERTIFIED COURT DISPOSITIONS.** FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION AS REQUESTED ALLOWS THE BOARD TO REFUSE TO GRANT A LICENSE(O.C.G.A. § 43-1-19(a)(2)). FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION, IF SUCH RESULTS IN THE GRANTING OF A LICENSE, ALLOWS THE BOARD TO IMMEDIATELY SUSPEND THAT LICENSE(O.C.G.A. § 43-47-8(l)).
7. DO YOU UNDERSTAND THAT A MATERIAL MISREPRESENTATION IN THIS APPLICATION WILL BE GROUNDS FOR REVOKING YOUR LICENSE AND PROSECUTION AS PROVIDED BY LAW?

AFFIDAVIT

THE UNDERSIGNED SWEARS OR AFFIRMS THAT ALL INFORMATION CONTAINED IN THE WITHIN APPLICATION FOR A USED MOTOR VEHICLE DEALER LICENSE IS TRUE AND CORRECT IN EVERY RESPECT.

STATE OF GEORGIA
COUNTY OF _____

SIGNATURE OF OWNER, OR DESIGNEE, IF PARTNERSHIP OR CORPORATION

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF _____, _____

PRINT NAME

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

DATE

OWNERSHIP/RELATIONSHIP INFORMATION

SOLE PROPRIETORSHIP

OWNER NAME: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

CORPORATIONS & LIMITED LIABILITY COMPANIES

DATE REGISTERED WITH GA SECRETARY OF STATE: _____

LIST PRINCIPAL OFFICERS

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

PARTNERSHIPS

LIST PARTNERS

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

NAME: _____ TITLE: _____

RESIDENCE: _____
STREET (NOT A P.O. BOX) CITY STATE ZIP CODE TELEPHONE

AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE

DESIGNEE FOR A CORPORATION OR LIMITED LIABILITY COMPANY

PLEASE PRINT NAMES

I, _____, HEREBY NAME
PRESIDENT OR SECRETARY OF CORPORATION OR LLC

DESIGNEE

AS THE DESIGNATED AGENT FOR THE CORPORATION THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION OR LLC AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE CORPORATION OR LLC, ITS OFFICERS, MEMBERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE CORPORATION OR LLC TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT THE LICENSE IS NOT TRANSFERRABLE, AND SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOMES UNAUTHORIZED TO HOLD THE LICENSE, A NEW APPLICATION WILL BE REQUIRED.

SIGNATURES

PRESIDENT OR SECRETARY OF CORPORATION OR LLC

DATE

DESIGNEE OF CORPORATION OR LLC

DATE

STATE OF GEORGIA

COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

SEAL

AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE

DESIGNEE FOR A PARTNERSHIP

PLEASE PRINT NAME

WE, THE BELOW NAMED PARTNERS, HEREBY NAME _____
DESIGNEE

AS THE DESIGNATED AGENT FOR LICENSURE OF THE BUSINESS THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE PARTNERSHIP, ITS PARTNERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE PARTNERSHIP TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT THE LICENSE IS NOT TRANSFERRABLE, AND SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOMES UNAUTHORIZED TO HOLD THE LICENSE, A NEW APPLICATION WILL BE REQUIRED.

SIGNATURES

PARTNER DATE DESIGNEE DATE

PARTNER DATE

STATE OF GEORGIA
COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

SEAL



**STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS
& USED MOTOR VEHICLE PARTS DEALERS
USED MOTOR VEHICLE DIVISION
STATE OF GEORGIA
BOND**

BOND NUMBER: _____ **COUNTY** _____

KNOW ALL MEN BY THESE PRESENTS

That we, _____, as Principal, and

_____ as surety, are held and firmly bound unto **HIS EXCELLENCY**, Governor of Georgia, and his successors in office in the just sum of **TWENTY THOUSAND AND NO/100 (\$20,000) DOLLARS**, for the use and benefit of any purchasers of any used motor vehicle and their vendees or successors in title, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and assigns, each and every one of them, jointly and severally, by these presents.

It is further understood and agreed that this bond is for a period beginning on the _____ day of _____, _____, and ending on the 31st day of March, _____.

Whereas, the above bound _____, Principal and Dealer, has made application to the State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers for a license as a used motor vehicle dealer in accordance with the laws governing the used motor vehicle dealers of the State of Georgia:

NOW THEREFORE, the conditions of this obligation are such that if the above bound Principal shall comply with the conditions of any written contract or written warranty by such dealer or his agent, made in connection with the sale or exchange of any motor vehicle and shall pay all loss, damages, and expenses that may be sustained by any purchasers of any used motor vehicle and their vendees or successors in title by reason of any fraudulent misrepresentation as to liens against or titles to any used motor vehicle then the bond is to be void, otherwise it is to remain of full force and effect.

It is agreed that this bond is executed pursuant to and in accordance with the provisions of O.C.G.A. Section 43-47-8(g) et seq. Governing the registration of used motor vehicle dealers and used motor vehicle parts dealers in Georgia, and is intended to be and shall be construed to be a bond in compliance with the requirements thereof.

IN WITNESS WHEREOF, the Principal and Surety have caused these presents to be duly signed and executed under seal, this _____ day of _____, _____.

Signature of Licensee (Principal)

Surety – Name of Company

Address

Countersigned:

Resident Agency

By Attorney-in-Fact

IMPORTANT: BOND MUST BE SIGNED – POWER OF ATTORNEY MUST BE ATTACHED

CANCELLATION CLAUSE – “No licensee shall cancel, or cause to be cancelled, a bond issued pursuant to the Code Section unless the Board is informed in writing by a certified letter at least 30 days prior to the proposed cancellation.” O.C.G.A. Section 43-47-8(i)